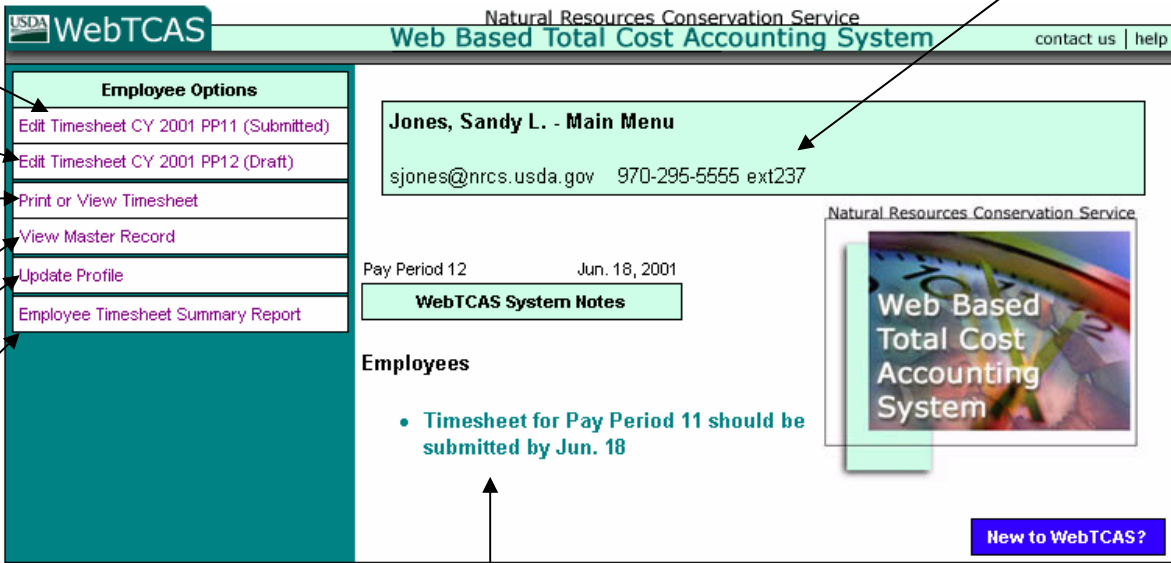


Main Menu and Updating Your Profile (Employees)

WebTCAS Main Menu



The screenshot shows the WebTCAS interface for an employee. The top navigation bar includes the USDA logo, the system name, and links for 'contact us' and 'help'. The left sidebar, titled 'Employee Options', contains links for editing timesheets, viewing master records, updating profiles, and generating summary reports. The main content area displays the user's name, email, and phone number, along with the current pay period and date. A 'WebTCAS System Notes' section provides important reminders to employees. A 'New to WebTCAS?' button is located at the bottom right.

Annotations:

- Edit your last pay period's timesheet:** Points to 'Edit Timesheet CY 2001 PP11 (Submitted)'.
- Edit your current pay period's timesheet:** Points to 'Edit Timesheet CY 2001 PP12 (Draft)'.
- Look at a previous timesheet:** Points to 'Print or View Timesheet'.
- Look at your master record:** Points to 'View Master Record'.
- Update your profile:** Points to 'Update Profile'.
- Summarize all timesheets submitted during a calendar year:** Points to 'Employee Timesheet Summary Report'.
- Your email and phone from CAMS:** Points to the user information box showing 'sjones@nrcs.usda.gov' and '970-295-5555 ext237'.
- Notices and reminders to all employees:** Points to the 'WebTCAS System Notes' section, which includes the reminder: 'Timesheet for Pay Period 11 should be submitted by Jun. 18'.

Update Your Profile

Setting options in your WebTCAS profile makes timesheet preparation easier.

Go to main menu

Save your profile

Your email address and phone number in CAMS

Have WebTCAS start on the main menu or go directly to your current timesheet

Tell WebTCAS how to fill in extra hours on your timesheet

Select the categories that should appear on a new timesheet

Your current scheduled tour

Set or change your scheduled tour, including type of tour and scheduled hours

Will be used in FY2002

WebTCAS Natural Resources Conservation Service
Web Based Total Cost Accounting System

Main Menu Save Profile

Jones, Sandy L. - Profile Pay Period 12 Jun. 17, 2001 - Jun. 30, 2001

Email: sjones@nrcs.usda.gov Phone: 970-295-5555 ext237

my Default page after Login: Main Menu Fill-in my Extra Hours as: Credit

Do you need to identify specific counties for work performed? ☐ No ☐ Yes (Effective 9/23/2001)

Identify Defaults for a New Timesheet

Timesheet Categories for Program/Activity/Modifier/County

Program: AHRTG RVR Activity: Administration Modifier: Effective 9/23/2001 County: Effective 9/23/2001

Delete Add

CTA Administration
CTA CnsvlInfo/DistSppt
CTA Planning
WHIP Pcly/Pgm/O&E

Timesheet Categories for Leave

Categories: Annual Leave

Delete Add

Annual Leave
Credit Used
Sick Leave

Timesheet Categories for Extra Hours

Categories: Comp

Delete Add

Credit

Current Scheduled Tour

Type: (Full Time - Maxiflex)

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours	----	8	8	8	8	8	----	----	8	8	8	8	8	----
From:	----	8:30	8:30	8:30	8:30	8:30	----	----	8:30	8:30	8:30	8:30	8:30	----
To:	----	5:00	5:00	5:00	5:00	5:00	----	----	5:00	5:00	5:00	5:00	5:00	----
Lunch (in minutes)	----	30	30	30	30	30	----	----	30	30	30	30	30	----

New Scheduled Tour

Type: Full Time - Maxiflex

Copy Hours

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours	----							----						
From:	----							----						
To:	----							----						
Lunch (in minutes)	----							----						

Identify Counties Served

If needed, identify the specific counties you want to appear in your your personal choice list:

State: Eff. 9/23/2001 County: Eff. 9/23/2001 Select...

Counties Selected:

Helpful Hints:

1. Always click the Save Profile button before you leave this screen, or your changes will be lost.
2. If you change your scheduled tour or timesheet categories, it won't go into effect *until next pay period's timesheet*.